

REQUEST FOR PROPOSAL  
TO PROVIDE PROGRAM MANAGEMENT FOR THE  
HOUSING ASSISTANCE PROGRAM (HAP)  
AND ELEVATION SUPPORT PROGRAM (ESP)  
TO THE DEPARTMENT OF COMMUNITY DEVELOPMENT



RFP No.: 0346

Proposal Receipt Date: APRIL 29, 2016

Proposal Receipt Time: 4:30 P.M.

Jefferson Parish  
Department of Purchasing  
P. O. Box 9  
Gretna, Louisiana 70054

(504)364-2678

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Corporate Resolution  
Request for Proposal Affidavit Instructions  
Request for Proposal Affidavit  
Attachment “B” Pricing Schedule  
Attachment “B” Pricing Schedule Instructions  
Copy of Advertisement

**REQUEST FOR PROPOSAL  
FOR  
PROGRAM MANAGEMENT OF THE HOMEOWNERS ASSISTANCE PROGRAM  
AND ELEVATION SUPPORT PROGRAMS**

**1.1 Background**

The Jefferson Parish Community Development Department (hereinafter "JPCD"), through the Parish of Jefferson (sometimes herein referred to as the "parish") is soliciting applications from qualified and interested Proposers to procure advisory, consulting, and project management services from firms or individuals with in-depth knowledge of federally funded disaster recovery programs who are able to administer the Housing Assistance Program (HAP) and Elevation Support Program (ESP) for the parish.

In late August 2012, Hurricane Isaac, swept through the Parish of Jefferson. Hurricane Isaac's effect and impact was devastating, causing widespread damage to lives, homes, businesses, core infrastructure, government property, and an economy just recovering from Hurricane Katrina.

In January 2013, President Obama signed into law the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2), pursuant to which the U.S. Congress appropriated \$16,000,000,000 to HUD for the CDBG-DR program, so that the agency could provide funds to address community recovery needs resulting from disasters that occurred in the United States in 2012 and 2013.

In February 2013, HUD announced an initial allocation of funds from the \$16,000,000,000 CDBG-DR appropriation. Jefferson Parish submitted an Action Plan for these funds to HUD. On May 29, 2013, HUD issued FR-5696-N-03, notifying Jefferson Parish of an approval of an allocation of \$16,453,000 from the Disaster Relief Appropriations Act of 2013. Jefferson Parish will use this funding to address the outstanding needs that resulted from Hurricane Isaac. Jefferson Parish is committed to leveraging this funding to the greatest extent possible to serve the greatest population possible, with a particular focus on the historically underserved populations of elderly and the disabled.

CDBG-DR funds are to be used for recovery in the most impacted and distressed areas damaged by Hurricane Isaac. The Parish will focus its funding through three programs. This program will focus first on households that include the elderly and disabled that still can demonstrate existing unmet needs from the August 2012 storm, for needed repairs and for mitigation against future flooding impact through the Homeowner Assistance Program. Then, additional flood mitigation assistance will be provided to applicants with damage from the August 2012 flood that repaired damage but did not mitigate future risk of flooding. These participants will be assisted through the Elevation Support Program, or a match for the Hazard Mitigation Grant Program for the raising of homes. Finally, the Parish proposes to address the infrastructure deficiency that caused a

backlog of sewerage overrun during late August 2012 to increase sewer capacity to serve all Parish residents in the event of future disaster, especially to those persons in low/moderate and very low income communities.

### **1.1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified proposers, to provide expert policy and regulatory consulting; information, research and financial analysis; project management; data and information systems support; and other services across a broad range of CDBG-DR funded projects and programs managed and contributed to by JPCD. These projects and programs are identified in the Parish of Jefferson's approved CDBG-DR Action Plan. A copy of this plan is attached to this RFP and referenced as Appendix A. A copy of this action plan is also available by visiting the Community Development web page at [www.jeffparish.net](http://www.jeffparish.net). These programs are aimed at the long-term recovery of communities impacted by Hurricane Isaac. The HAP and ESP will provide housing and elevation assistance to eligible household for activities necessary to repair storm-damaged residential buildings and mitigate against future losses as defined in Scope of Work Part II hereof. By submitting a proposal, vendor agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish standard terms and conditions as adopted by Council Resolution. Proposers to this RFP should thoroughly review the Jefferson Parish Action Plan for Community Development Block Grant Disaster Recovery and all amendments thereto, as well as all Federal Register notices related to the CDBG-DR funds. The scope and quantities referenced in the RFP and its addenda are estimated to be the amount needed. Jefferson Parish does not obligate itself to contract for more than the actual requirements during the period of this contract, as determined by actual needs and availability of appropriated funds.

### **1.1.2 Goals and Objectives –**

This is a competitive process open to all. The Department of Community Development desires to obtain a firm that is familiar with the federal regulations, state laws, parish ordinances and departmental processes to demonstrate specific knowledge of and experience in administering grant awards funded with CDBG for program management for disaster recovery programs, from initial intake to completion of the project for the Department of Community Development. The Proposer's key staff resources must be ready to begin work within one (1) week after the contract execution date.

References: Proposers should provide a minimum of three (3) references, with current contact information, for projects of similar scope and size. References must also include verification of CDBG-DR experience and ability to meet project deadlines/timelines.

## 1.2 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
1. RFP mailed to prospective proposers	03/30/16	At least 30 days prior to the last day that proposals will be accepted
2. Pre-Proposal Conference (if required)	Not Required	10-14 days after RFP mailed
3. Deadline to receive written inquiries	04/20/16	7-10 days after Pre-proposal Conference
4. Proposal Receipt Date and Time	04/29/16	4:30 PM
5. RFP Evaluation Committee Meeting		TBD
Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally proposers may check for meeting information posted on the Jefferson Parish website.		
6. Council Selection via resolution		To be scheduled
7. Contract Ratification via resolution		To be scheduled

**NOTE: The Parish of Jefferson reserves the right to deviate from these dates.**

## 1.3 Proposal Submittal

All proposals including mandated affidavits in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

**Important – Clearly mark outside of envelope, box or package with the following information and format:**

- Proposal Name: **PROGRAM MANAGEMENT OF THE HOMEOWNERS ASSISTANCE PROGRAM AND ELEVATION SUPPORT PROGRAMS**
- Proposal No. **0346**
- Proposal Receipt Date and Time: **FRIDAY, APRIL 29, 2016 at 4:30 PM**

Proposals will be received at:

Jefferson Parish Purchasing Department  
200 Derbigny Street, Suite 4400  
Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

**PROPOSALS SHALL NOT BE OPENED PUBLICLY. Cost Proposals (Price Schedules) shall be submitted in separate, sealed envelopes and shall remain sealed until the RFP Evaluation Committee meeting. PRICES SHALL NOT BE READ UNTIL THE COMPLETION OF THE TECHNICAL EVALUATION. Cost shall be worth twenty percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.**

#### **1.4 Proposal Response Format**

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the Proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers

are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Proposer Qualifications and Experience: History and background of Proposer, financial strength and stability, including but not limited to financial status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
- D. Technical Proposal: Illustrating and describing compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Profile: Firms are requested to submit documentation from the past three (3) years demonstrating firm's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals.
- H. Cost Proposal: Proposer's fees and other costs shall be submitted in a separate sealed envelope with proposal submission in accordance with section 1.3 above. This cost proposal shall include any and all costs the Proposer wishes to have considered in the proposed contractual arrangement with the Parish of Jefferson. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

#### **1.4.1 Number of Response Copies**

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal, including mandatory affidavits (signed and properly notarized) in original format. In addition, proposer must submit a copy on CD-R/CD-RW media or flash drive as long as data on the disc and/or flash drive is formatted to open



in the standard Microsoft Office suite programs (.xls, .doc, .ppt). PDF files are also acceptable. Cost proposals ***should not*** be included in the electronic submission.

Cost proposals must be submitted in a separate sealed envelope, which contains one (1) original and six (6) additional copies. The envelope will remain sealed until the evaluation committee meets and scores all technical components of this RFP as indicated in the evaluation criteria.

#### **1.4.2 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposer(s) response shall to demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the proposer(s) ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

### **1.5 Proposal Clarifications Prior to Submittal**

#### **1. 5.1 Pre-proposal Conference**

**NOT REQUIRED FOR THIS RFP**

#### **1.5.2 Written Inquiries**

The Parish shall only consider written and timely communications from proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any parish employee or Parish consultant. Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all prospective proposers.

#### **1. 5.3 Inquiry Periods**

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions **MUST** be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than three full working days, 4:30pm, from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted in writing by the proposer, shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries in accordance with this section may be delivered by regular mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department  
Attn: Sidney Duffy, Buyer II  
200 Derbigny Street, Suite 4400  
Gretna, Louisiana 70053  
Phone: (504)364-2678 Fax: (504)364-2693  
Buyer Email: [sduffy@jeffparish.net](mailto:sduffy@jeffparish.net)

## **1.6 Required Signed and Notarized Affidavits**

**Affidavits in accordance with Section 2-895 et. seq. of the Jefferson Parish Code of Ordinances are required with proposal submission.** For the convenience of vendors, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*. **This affidavit (Request for Proposal Affidavit) must be completed, signed, properly notarized and submitted in its original format with the proposal submission.**

**\*Pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances, shall be exempted from submitting the Sub-contractor Affidavit. As such, this section is NOT required to be completed in the Request for Proposal Affidavit. However, a list of all sub-contractors used in the performance of the pre-placed emergency contracts shall be submitted prior to payment on the contract.**

- A. All persons or firms who are under contract which were awarded on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts or who submit responses to any request for submittals to contract on a non-bid basis with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time

employees of the firm, who would assist in providing services or materials under the contract or who would share in any fees, commissions or other remuneration under the contract. Each such subcontractor or person shall submit all documents and information required by this section. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and ratified by Council resolution. Said written request shall provide to the detailed justification of the compelling need for such addition substitution.

#### **1.7 Proposal Guarantee**

**NOT REQUIRED FOR THIS RFP**

#### **1.8 Performance Bond**

**NOT REQUIRED FOR THIS RFP**

#### **1.9 Changes, Addenda, Withdrawals**

If the proposer needs to submit changes or addenda, proposers shall submit changes or addenda in writing, signed by an authorized representative of the proposer. All addenda and changes must cross-reference the relevant RFP section. Said changes or addenda shall be delivered prior to the RFP proposal receipt date and submitted in a sealed envelope to be opened contemporaneously with the proposal submission. Proposer(s) request(s) for withdrawal of responses to this RFP must be submitted in writing and received prior to the RFP receipt date as set forth in the Schedule of Events.

#### **1.10 Cost of Offer Preparation**

All submissions in response to this RFP shall be at the sole cost and expense of the proposer and shall not be subject to reimbursement by the Parish of Jefferson.

#### **1.11 Standard Terms and Conditions and Non-negotiable Contract Terms**

**1.11(A)** The standard general terms and conditions used by Jefferson Parish may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish website.

**1.11(B)** Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.

**1.11(C)** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10 (19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

#### **1.12 Taxes**

Any applicable taxes shall be assumed to be included within the proposer's pricing schedule.

#### **1.13 Proposal Validity**

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time an agreement is executed.

#### **1.14 Prime Contractor Responsibilities**

The selected proposer shall be required to provide all items and services offered in his proposal. The Proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

#### **1.15 Sub-Contractor Responsibilities**

If the proposer intends to subcontract portions of the work, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed by respective subcontractor(s). The minimum requirements and information requested of the proposer under the terms of this RFP shall also be required for each subcontractor and shall be included in the proposal. Unless specifically permitted in the contract with the Parish of Jefferson, the prime contractor(s) shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council resolution.

#### **1.16 Written or Oral Discussions/Presentations**

The Parish may conduct written or oral discussions with proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

### **1.17 Acceptance of Proposal Content**

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the JP Council.

### **1.18 Contract Negotiations**

The administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the proposer(s) selected by the Jefferson Parish Council and submit the contract, in final form, to the Jefferson Parish Council for ratification. Contract negotiations are limited by section 1.11 Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the evaluation committee shall seek authorization from the Jefferson Parish Council to negotiate a contract with another proposer under that RFP.

### **1.19 Cancellation of RFP or Rejection of Proposals**

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal receipt date if in the best interest of the Parish.

### **1.20 Evaluation and Selection**

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all proposer submissions will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the evaluation committee must review the RFP, concerning not only the task of description but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of members from requesting department(s), Research and Budget, Purchasing, Finance and Legal Department (Parish Attorney's Office). The representative of the Legal Department shall act as secretary of the evaluation committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. After completion and tallying of the technical evaluation scores, each scoring evaluation committee member shall sign and date his individual score sheet. After the secretary of the evaluation committee collects all individual score sheets, the Purchasing Department and the requesting department shall tally the individual scores to obtain a total technical evaluation score for each proposer. Following the tabulation of technical scores, the Purchasing Department shall open the sealed pricing proposals, and shall read the pertinent portions of those pricing proposals aloud. To the extent necessary, the evaluation committee may further review and analyze the cost proposals and/or request and receive clarification of the pricing information provided by the proposers for submission to the Council. After discussion of all price proposals, the Finance Department shall

calculate the cost evaluation portion of the scoring sheet, using the pricing proposals submitted by proposers and the formula below. The cost evaluation shall constitute twenty percent of the total points assigned, and will be based upon standard cost rates submitted by the proposers. The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned.

After the Finance Department completes the cost evaluation scores, the Purchasing Department and the requesting department shall each add the cost evaluation scores for each proposer to the tabulated technical scores of each proposer, totaling the final number of points assigned to each proposer. The tabulated score sheet shall be signed and dated by the Purchasing Department and the requesting department. The secretary of the evaluation committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk. The Evaluation Committee shall prepare and forward to the Jefferson Parish Council a memorandum identifying the qualified firms and explaining their rationale. Attached to the memorandum shall be copies of the cost proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those pricing criteria. A list of names of the responsive and responsible proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible offers. Responsibility of a proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the evaluation meeting(s) and are encouraged to check the Jefferson Parish website for meeting details.

Upon completions of its analysis, the Council may either (i) adopt the resolution selecting the proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. Selection shall be made by Council from the list of responsive and responsible proposers under the RFP as communicated by the RFP evaluation committee secretary.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the proposer can submit, from a technical standpoint; and from a price standpoint. If the evaluation committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all proposers.

### **1.21 Insurance Requirements**

The selected Proposer shall furnish the Parish with certificates of insurance evidencing mandating coverage(s) pursuant to Resolution No. 113646 and Attachment "A". A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website.

### **1.22 Subcontractor Insurance**

The selected Proposer shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 113646. A copy of Resolution No. 113646 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website.

### **1.23 Indemnification**

Proposer shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by Proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by Proposer under this RFP.

Further, Proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

### **1.24 Fidelity Bond Requirements**

**NOT REQUIRED FOR THIS RFP**

### **1.25 Payment for Services**

The selected Proposer shall address and send the invoice to the Jefferson Parish Department of Community Development pursuant to the payment terms negotiated in the agreement. Payments will be made by the Jefferson Parish Department of Community Development no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the Jefferson Parish Department of Community

Development. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the person or firm holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the person or firm under contract as set forth in section 2-935.1 for professional service providers.

**Successful vendors submitting payment requests for services in connection with pre-placed emergency contracts, as defined by Section 2-917 of the Jefferson Parish Code of Ordinances shall provide a list of all sub-contractors used in the performance of the pre-placed emergency contracts prior to payment on the contract.**

## **1.26 Termination**

The proposer affirmatively acknowledges and agrees that the terms of any ensuing agreement shall be binding upon the parties hereto until the work has been completed and accepted by the PARISH; but said agreement may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties hereto.
- B. By the PARISH as a consequence of the failure of successful proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of successful proposer(s) provided the PARISH will give successful proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the MANAGER) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the Agreement.
- A. By the PARISH for convenience by issuing successful proposer(s) thirty (30) days written notice.

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Jefferson Parish Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

The Parish of Jefferson does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.



### **1.27 Assignment**

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the PARISH, in Parish's sole discretion.

### **1.28 No Guarantee of Quantities**

**NOT APPLICABLE FOR THIS RFP**

### **1.29 Audit of Records**

Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuring contract, successful proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Successful proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during successful proposer(s) normal business office hours, the books and records pertaining to the services provided under this Agreement. Parish's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of Parish.

Periodic and/or Annual Reports. At any time, the Parish may request that the successful proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuring agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

### **1.30 EEOC and ADA Compliance**

The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Contracting Party shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

### **1.31 Record Retention**

The selected Proposer shall maintain all records in relation to this proposed agreement at its location for a period of at least years (4) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

### **1.32 Record Ownership**

The proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by the selected Proposer upon request at expiration or earlier termination of this agreement.

### **1.33 Content of Contract/Order of Precedence**

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) the contractor's proposal; and, 4) Resolution No. 113646 and any amendments thereto.

### **1.34 Contract Changes**

Upon negotiation of a bona-fide agreement between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Jefferson Parish Council.

### **1.35 Substitution of Personnel**

In conformity with Section 1.6, substitution of personnel shall be ratified by the Parish Council. In addition to the foregoing, if during the term of the contract, the proposer cannot provide the personnel or subcontractor as stated in its submission, proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

### **1.36 Force Majeure**

The proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated agreement if the proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike,

war, civil disturbance, epidemic or court order; provided the proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of this agreement.

### **1.37 Governing Law**

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 113646.

### **1.38 Claims or Controversies**

Proposer, as evidenced by his signature, agrees that the agreement shall be made in accordance with the laws of the State of Louisiana. The proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

### **1.39 Diversity and Income Requirements**

Jefferson Parish Community Development Department, as the grantee of the allocated federal funds is committed to awarding a contract(s) to firm(s) that will provide high-quality services and that is dedicated to diversity and to containing costs. Jefferson Parish Community Development Department strongly encourages Proposers that are certified by the State of Louisiana or any other city or state, or the federal government, as minority- and/or woman- owned business enterprise ("M/WBEs"), as well as Proposers that are not yet certified, but have applied for certification, to submit responses to this RFP. Jefferson Parish Community Development Department strongly encourages joint ventures of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms.

In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Urban Development Act of 1968, Jefferson Parish Community Development Department is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. If applicable, the successful Proposer will be required to execute all mandatory Section 3 forms certifying and acknowledging compliance with Section 3 regulations upon contract execution.

A "Section 3 resident" is: 1) a public housing resident; or 2) a low- or very low- income person residing in the metropolitan area or non-metropolitan county/parish where the

Section 3 covered assistance is expended. A "Section 3 business concern" is a business that can provide evidence that they meet one of the follow criteria: 1) 51 % or more owned by Section 3 residents; or 2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

Jefferson Parish is fully committed to using the funding through these programs to affirmatively further fair housing and to comply with all applicable federal, state and local regulations.

## **PART II SCOPE OF WORK/SERVICES**

### **2.1 Scope of Work/Services**

Jefferson Parish is seeking to procure services to support Jefferson Parish and/or in the implementation and administration of the Hurricane Isaac Homeowners Assistance Program (HAP) and the Elevation Support Program (ESP) and any other similar disaster recovery or disaster resiliency housing programs. Successful program management of the Disaster Recovery Housing Programs requires the selected Proposer to provide personnel who are trained and knowledgeable in the following areas: application intake and assessment; eligibility and benefit determination; financial management and audits; compliance and monitoring; grant recovery; policy and reporting including data analysis; labor standards compliance; fair housing/equal opportunity compliance; construction management/monitoring; environmental clearances and other federal housing subject matters. These areas of resource will provide needed capacity to Jefferson Parish in its ongoing recovery efforts from the destruction of the 2012 hurricane and any future disasters.

The selected Proposer will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The scope of work presented is based upon circumstances existing at the time the RFP was released. The Parish reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract and to retain program management of some of these programs internally. There is no guarantee of a minimum level of services which may be requested by the Jefferson Parish under this contract.

All funded services are to be linguistically and culturally appropriate for the community being served.

#### **A. Program Objectives**

The Proposer and its subcontractors will work on projects that meet the two priority objectives of the HAP and ESP programs, based on unmet needs and mitigation:

1. Unmet Needs

Provides housing assistance to eligible households impacted by Hurricane Isaac for activities necessary to repair properties identified as still having unmet needs from the August 2012 hurricane.

2. Future Prevention

Provide elevation support to eligible households impacted by Hurricane Isaac for reducing the risk of future flooding in designated areas, including FEMA cost share funding for eligible Low-to-Moderate Income households through the Hazard Mitigation program.

## B. Responsibilities

The successful Proposer selected under this RFP will be responsible for hiring, training and supervising program staff whose primary responsibility will be the successful management of disaster housing programs, in conjunction with Jefferson Parish. The successful Proposer's staff will serve as the front line staff of these programs, and provide long-term consistent delivery of services to Jefferson Parish's various stakeholders. Among other responsibilities, the successful Proposer's staff provide:

### Task 1 – Expert Policy and Regulatory Consulting Services

- Provide as needed, on-call expert advisory services and analysis regarding the applicability of federal regulations for funded activities;
- Identify and advise the parish on any potential program and project compliance risks and issues, and develop mitigation strategies;
- Provide program specific trainings to employees of JPCD and other related departments providing services to the HAP and ESP programs;
- Work with parish and/or prepare written reports and analysis and contribute to the preparation of a broad range of policy documents, action plans, and other materials regarding the assessment and implementation of programs and projects; and
- Provide strategy support to help the parish achieve national objectives and meet eligibility requirements
- Work with JPCD to implement plans for projects and programs, including coordinating a variety of internal and external stakeholders, including other agencies and vendors

### Task 2– Start Up of Program Operations and Management

- The successful Proposer's key staff resources must be ready to begin working within one week after the contract execution date. The selected firm must have or be willing to secure the necessary office space to accommodate the public; equipment to include computers, office furniture, telecommunications equipment, and other equipment necessary for the core functions of the offices; and office supplies and personnel needed to staff the offices. These offices must be set up to assist property owners with existing applications and all other program management tasks.
- The successful Proposer shall be responsible for program operations, application processing, and administration of the tasks and services contained herein related to

CDBG Disaster Programs, HAP and ESP. This task requires that the successful Proposer:

- Work closely with the Parish, Parish/City government officials, and its designees in preparing and maintaining the overall project plan for all phases of the Program(s), manage day-to-day operations, improve processes for quality and efficiency, operational and logistical support as needed to implement projects, programs, and policy changes, and adapt to a program close out environment.
- Review previous contractors' contract deliverables for determination that the parish is in compliance with CDBG requirements.
- Ensure reporting on various aspects of the project which reflects the major activities for the reporting period as specified by Jefferson Parish (e.g. monthly, quarterly).
- Coordinate with the Jefferson Parish, as requested, to ensure that the media and the general public remain informed through media messages, community outreach, public relations, and public education efforts.
- Responsible for completing processing of all open applications, through assessment, data collection and outreach to achieve and ensure a completed application;
- Verify eligibility of applicants and determine the need for repair and/or mitigation;
- Conduct oversight and coordination of program and construction management, including serving as JPCD's "owner's representative" across a variety of projects and programs to ensure that they are implemented efficiently, cost-effectively, and in compliance with all governing regulations
- Responsible for setting priorities, identifying internal and external resources, creating decision-frameworks and analyses that enable JPCD to make sound policy-based, financial and operational decisions
- Directly develop (and/or work with various internal and external stakeholders and vendors to prepare) project and program work plans, schedules, deliverables and budgets

### Task 3–Eligibility and Benefit Determination and Verification (BDV)

The applications received during the open period for submission for assistance for Hurricane Isaac require initial or updated determination and verification of the eligible benefit for HAP, ESP or both.

The successful Proposer shall be required to:

- Work with the applicant, third-party inspectors, title companies, lenders and other vendors to perform a complete eligibility verification of the applications within the Program.
- Review all open applications, eligibility award determination, and/or owner-occupant issues.
- Issue and track the receipt of commitment letters.
- Perform a review of all documents required from applicants of the Program and third parties and ensure that the provided documents are sufficient according to Program policies.

- Determine the need for repair and/or mitigation and assess applicants' rehab project proposals

#### Task 4– Construction Management

The successful Proposer shall be required to:

- Perform the initial inspection to determine feasibility and cost to repair and assessments as required under Program policies.
- Perform periodic inspections during the construction phase.
- Perform performance evaluations of construction contractors at the completion of each project.
- Perform final inspections.
- Provide oversight of the selection of contractors, including assisting property owners with contractor selection

#### Task 5– Construction Monitoring

The services provided under this task shall not be performed by the same staff providing the services described within Task (4), Construction Management. Construction monitoring must be a function independent of other services.

The successful Proposer shall be required to:

- Conduct periodic reviews of the Construction Management functions. This may include, but is not limited to conducting interviews with construction contractors engaged by the applicant to determine if the construction contractor is observing the various administrative-related requirements.
- Perform periodic reviews of construction contractor inspection files, reports, evaluations, invoices, etc.

#### Task 6– Long-Term Compliance and Monitoring

The successful Proposer shall be required to:

- Perform periodic compliance sampling and send annual compliance letters and checklists to applicants.
- Verify all information submitted by applicants is recorded in the system of record; contact the applicant to resolve any missing or incomplete items.
- Set up on-site visits and perform on-site monitoring interviews if necessary.
- Confirm that projects are completed properly and are in compliance with all Parish, state, and federal regulations.
- Confirm that applicable federal and state environmental laws are followed prior to the commitment of federal funds.
- Perform routine quality checks of all operational/functional areas to ensure that Program performance standards are being met.
- Report results to the parish on a routine basis.

### Task 7– Document Management and Records Retention

Properties will require document management and records retention.

The successful Proposer shall be required to:

- Store, archive, and retrieve physical documents and electronic images of all paper documents, applicant-related emails, correspondence, training material, and policy and procedures.
- Establish and maintain protocols for physical file management to include, among other things, access to a file, tracking of location and possession of a file, and return of a file. This assumes that the successful Proposer will provide the necessary secure space and storage equipment to perform such function. It also assumes that the successful Proposer will maintain soft copy backups of originals in their custody or control.
- Propose improvements to existing data management tools and systems; and develop and implement processes to cost-effectively improve information and record keeping systems, as well as other reporting and data management tools and systems
- Retain applicant files according to the Parish's record retention policy.

### Task 8– Accounting and Reporting

Accounting and reporting functions will include Isaac funded awards.

The successful Proposer shall be required to:

- Account for and reconcile all federal funds requested and drawn from HUD and awarded to grant recipients.
- Review Request for Payments from grantees and subrecipients for CDBG-DR awards. This will include review of all reimbursement of eligible costs as well as costs feasibility.
- Manage payments to contractors, including verification that all necessary paperwork is completed, and submit for reimbursement.
- Submit monthly and quarterly reports under each program objective (unmet need and preventive flood measures) including demographics required by CDBG-DR reporting so that activities can be entered into the Disaster Recovery Grant Reporting (DRGR) system for HUD reporting purposes.

### Task 9– Applicant Relations

Applications will require the staff to provide program support for inquiries made by the applicants via phone, email, or online web submission.

The successful Proposer shall be required to:

- Track all inquiries in a system of record;
- Coordinate outreach efforts, including call-out campaigns and letter campaigns as required by the parish;
- Provide written correspondence to all applicants to relay the status of their file at critical stages; and
- Provide applicant consultation services to applicants as required.



### Task 10–Ramp-down and Program Close-out

The successful Proposer will be required to coordinate the ramp-down of services and supports as the remaining applicants move through the program, including scaling staff within functional areas to meet Program needs.

The successful Proposer shall be required to:

- Transition from full program operations (processing applications, etc.) to compliance and monitoring operations as the applicant set requires;
- Initiate program close out in accordance with the terms and conditions of the contract, applicable laws and regulations; and
- Completing all other activities required to close out the Programs including entering into appropriate arrangements with subcontractors and third party vendors with the parish's approval.

### Task 11– Other Support Services as Needed

- Serve as the parish liaison and support coordination of a variety of stakeholders across parish funded projects and programs
- Provide technical assistance and training of staff on compliance, contract management, and other programs

In addition, the following will be required:

●Previous Programmatic Experience: Proposers should demonstrate knowledge of the populations to be served or similar populations and the way in which these populations should be served.

●Administrative/Fiscal Capacity and Experience: Proposers should demonstrate the resources and expertise to meet all administrative and fiscal requirements, including technological, management, administrative and staff capabilities.

●Program Design and Administration: Proposers should demonstrate the capacity of their key staff to carry out the CDBG-DR activities and key staff shall have more than three (3) years' experience in CDBG-DR activities.

## **2.2 Period of Agreement**

The term of contract(s) executed under this RFP will run from the date of contract execution through September 30, 2017, or until contract completion, whichever occurs first. JPCD may extend the term of an agreement for up to one additional year. This extension option is contingent upon successful performance of the program and services provided, and upon availability of funds.

## **2.3 Cost Proposal (Price Schedule)**

Cost proposals must be submitted in separate sealed envelopes which will remain sealed until such time after the evaluation committee makes its evaluation of the

proposals on all factors and criteria stated in the RFP. The cost proposals shall not be included in the evaluation criteria. Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

Pricing must be submitted on the Cost Proposal (Price Schedule) furnished in Attachment "B". Proposers should follow instructions provided in Attachment B. All pricing proposed shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.

## **2.4 Deliverables**

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

## **2.5 Location**

The selected Proposer will provide facilities for approved program staff and will include office space, desks/cubicles, office chairs, personal computer workstations, operating software, internet service, network printers, LAN networking equipment, faxes, copiers, telephones and telephone service, parking, PC/desktop support, and LAN support for approved essential staff. Supplies shall be provided by the selected Proposer at its own cost and included in the hourly rate/ unit costs i.e. postage, stationery, office supplies (pens, paper, notebooks, Post-It notes, scissors, erasers, staplers, binders, file folders, label, tape, envelopes, toner cartridges', wire communication devices such as cell phones, GPS, wireless cards, etc.)

## **2.6 Financial Profile**

**NOT REQUIRED IN THIS RFP**

## **2.7 Proposal Elements**

### **2.7.1 Technical**

Each proposer shall address how the firm will achieve/meet the scope of work as stated in Section 2.1. Technical approach shall detail the following:

Plans and/or schedule of implementation, orientation, and/or installation, etc.  
(whichever is relevant to the RFP requirements).

Plans for necessary training, where applicable.

Information demonstrating an affirmative statement shall be required that the proposer has reviewed the scope of work, understands the nature thereof and is willing and capable of providing the services thereof

Proposer shall likewise include any information including to Innovative Concepts pursuant to this RFP and terms and conditions that the proposer desires consideration by the Parish.

### **2.7.2 Qualifications and Experience**

Detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints.

Resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project. Resumes of any and all subcontractors shall likewise be included.

References from at least three firms (governmental and/or private) for whom equal or larger scope services are either currently being provided or in recent past not to exceed two (2) years. References must also include verification of CDBG-DR experience and ability to meet project deadlines/timelines. Contact person(s), addresses and telephone numbers for each reference provided shall be included.

Include information demonstrating the Proposer's financial stability and certification to obtain and maintain bonding and insurance requirements will be assigned a higher score. Proposals which lack the description of the company's financial status or the required certification of bonding and insurance requirements may be assigned a lower score specific experience related to CDBG-DR projects and/or related disaster recovery projects and knowledge of the Jefferson Parish Action Plan for Community Development Block Grant Disaster Recovery and all amendments thereto.

## PART III EVALUATION

### 3.1 Evaluation Criteria

The proposed evaluation criteria shall be looked upon as standards which measure how well a proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the proposer proposes to do.

The proposed evaluation criteria shall measure how well an offeror's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the offeror proposes to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Cost shall be worth twenty-five percent (25%) of the total points assigned. Evaluation of cost shall take place after technical evaluation has been completed.

#### 1) TECHNICAL PROPOSAL (Maximum of 75 Points)

"The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:"

- |  |    |
|--|----|
| A. Scope of Services   | 20 |
| B. Specific Experience –related to CDBG-DR projects and/or related Knowledge of the Jefferson Parish disaster recovery projects and knowledge of the Jefferson Parish Action Plan for Community Development Block Grant Disaster Recovery and all amendments thereto including all Federal Register notices related to CDBG-DR funds | 20 |
| C. Personnel – experience of management staff, experience in CDBG and HOME program implementation and administration of disaster recovery programs   | 15 |
| D. References (regarding ability of proposer to meet schedule and quality of product)  | 5  |
| E. Responsiveness to the RFP   | 5  |
| F. Previous Work with Jefferson Parish or other agencies similar in size and for similar work as described in Scope of Services  | 5  |
| G. Certified or applied for certification as minority and/or woman owned business enterprise (M/WBEs)  | 5  |

#### 2) COST PROPOSAL (Maximum of 25 Points)

The proposer with the lowest cost shall receive the highest cost evaluation score. Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC * X)$$

Where: CS = Computed cost score for Proposer

LPC = Lowest proposed cost of all Proposers

PC = Proposer's cost

X = 25% of the total number of points assigned 25

**TOTAL MAXIMUM POINTS FOR THIS RFP 100**

#### **PART IV. PERFORMANCE STANDARDS**

##### **4.1 Performance Requirements**

- Contractor timely submission of reports
- Contractor submission of accurate and itemized invoices
- Contractor adherence to project schedule/meet completion date
- Contractor ability to provide key personnel with knowledge and technical expertise

##### **4.2 Performance Measurement/Evaluation**

- Did the contractor finish ahead of schedule?
- Did the contractor respond to Parish correspondence in a timely manner?
- Were complaints/problems resolved in a reasonable and cooperative manner?
- Was the contractor reasonable and responsive to Parish needs?
- Was the final product usable for the purpose intended?
- Were changes in key personnel made? How often? With or without notice?

## ATTACHMENT "A"

### INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 dated 12/09/2009.

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 113646.

#### WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

#### COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

#### COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

#### DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the selected contractor.

#### UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

## Request for Proposals #0346

### Provide Program Management for the Jefferson Parish Department of Community Development

#### SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing PROGRAM MANAGEMENT for the Jefferson Parish Department of Community Development. **Request for Proposals will be received until 4:30 p.m. Local Time on: Friday, APRIL 29, 2016**

Acknowledge Receipt of Addenda: Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Type Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF  
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS  
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH  
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR  
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS,  
PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO  
RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS  
OF ANY SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED  
BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE  
AND CORRECT COPY OF AN EXCERPT OF THE  
MINUTES OF THE ABOVE DATED MEETING OF THE  
BOARD OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**



## **Request for Proposal Affidavit Instructions**

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.
- Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.

*Instruction sheet may be omitted when submitting the affidavit*

## Request for Proposal

### AFFIDAVIT

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that he/she is  
the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity), the party who  
submitted a proposal in response to RFP Number \_\_\_\_\_, to the Parish of Jefferson.

Affiant further said:

#### Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

**Choice B** \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires: \_\_\_\_\_.

## Instructions for Attachment B (Price Schedule)

The budget portion price schedule portion of the proposal should be developed by calculating the total hours required to complete each task in the RFP. Each task identified in the Scope of Work should be budgeted separately. The hours should then be multiplied by the wage rate for each person working on each task (see sample budget above Attachment B – Price Schedule). All prospective proposers must submit their pricing using Attachment B. However, we are requesting that a budget narrative be included describing the following: The final budget should be in the form of the following suggested format:

### Budget Period

Indicate the period covered by the budget.

### Salary/Wages

Indicate how figure is computed. This is usually shown through person-hours by task. Staff time must be calculated in hours, rather than days. Data to be included in the wage rate schedule are:

- the firm's name and the project name for which you are applying;
- date of submission; names of all employees who will work on the project, including their job title and grade;
- the requested hourly wage rates for each employee listed above.

### Overhead (a percentage of direct salary only)

Identify method used to determine overhead rates, subject to approval by evaluation staff and will evaluate the basis of the overhead percentage and will recommend whether the percentage is considered reasonable and acceptable

### Direct Non-Salary Expenses

These expenses must be itemized in the budget.

### Fee (or profit)

This is a negotiated percentage of the sum of direct salary plus overhead, and may also include some direct expense items. The evaluation staff will evaluate the basis of the fee derivation and will recommend whether the fee is considered reasonable and acceptable.

### Consultant Budget Form

#### Labor Costs (*prime only*)

Direct Labor* .....	\$
Overhead at _ %.....	\$
Subtotal Labor.....	\$

#### Non-Salary Direct Expenses (*prime only*)

Printing and Reproduction .....	\$
Travel & Living.....	\$

Telephone.....	\$
Postage .....	\$
Graphics .....	\$
Subtotal Non-Salary Direct Expenses.....	\$
Subconsultant Expenses	
Sub consultant A .....	\$
Sub consultant B .....	\$
ESBE/DBE Participant.....	\$
Subtotal Subconsultant Expenses.....	\$
Fixed Fee.....	\$
TOTAL.....	\$

\* The consultant must keep on file, and submit with invoice, the data used to generate the direct labor cost item

\*\* Total subconsultant fees, including direct labor, overhead, direct expenses and fee for profit.

**Price Schedule - Attachment B**

[illegible]

**REQUEST FOR PROPOSAL**  
**RFP 0346**

Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified firms to provide **Program Management** for the Jefferson Parish Department Community Development.

**The Department of Community Development desires to obtain a firm that is familiar with the federal regulations, state laws, parish ordinances and departmental processes to administer the Housing Assistance Program (HAP) and Elevation Support Program (ESP) for the Parish of Jefferson, Department of Community Development.**

All proposals will be evaluated on criteria such as vendor's technical proposal, qualifications and experience, financial profile and proposal responsiveness and other criteria more specifically defined in the RFP document. The maximum total points for each proposal are set at 100 points

**PRE-Proposal Conference: NOT REQUIRED**

REQUEST FOR PROPOSALS WILL BE RECEIVED IN THE:  
JEFFERSON PARISH PURCHASING DEPARTMENT  
GENERAL GOVERNMENT BUILDING  
200 DERBIGNY STREET, SUITE 4400  
GRETN, LA 70053

UNTIL **4:30 P.M.** LOCAL TIME ON **FRIDAY, APRIL 29, 2016**

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part, pursuant to the law.

A copy of the RFP is available gratis from: <http://purchasing.jeffparish.net> or  
Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053  
(504)-364-2678

Brenda J. Campos  
Director  
Purchasing Department

Jenifer Lotz  
Chief Buyer  
Purchasing Department

ADV: The New Orleans Advocate: **March 30, April 6 and 13, 2016**  
ADV: The Baton Rouge Advocate: **March 30, April 6 and 13, 2016**